

**Town of Cape Elizabeth
Ordinance Committee Minutes**

June 2, 2016

1:30 p.m., Town Hall

Present: Caitlin Jordan, Chair
Sara Lennon
Jessica Sullivan

Staff: Maureen O'Meara, Town Planner

Councilor Jordan called the meeting to order. The minutes of the May 19, 2016 meeting were approved.

Public Comment

No member of the public was present.

Board and Committee Ordinance

The committee began a complete review of the draft ordinance. Councilors Jordan and Lennon noted that the *Firing Range Committee* is created in the *Shooting Range Ordinance*. Using 2 different names could be confusing. Should the Ordinance Committee tackle making the ordinance and committee name the same now? Because either name change would result in substantial revisions to the Shooting Range Ordinance, and more extensive changes to the ordinance would be authorized in the near future (based on a memo sent to the Ordinance Committee Chair), the Ordinance Committee agreed not to recommend name changes now.

In Sec. 4-1-1, Establishment, the committee agreed to replace "charge" with "purpose," to be more consistent with the remainder of the ordinance. In Sec. 4-1-5 D, the committee reviewed and refined the Conflict of Interest provision. In Sec. 4-1-7, the committee inserted "suggest" to describe committee advice on policy changes.

During the review of the Community Services Committee, Councilor Sullivan noted the Senior Citizen Advisory Committee Report and the need for representation of seniors on the Community Services Committee. The committee agreed to include a recommendation to the Town Council that the Appointments Committee should try to recommend a senior citizen for appointment.

Councilor Sullivan confirmed that changing the "Conservation Commission" to the "Conservation Committee," where the term *conservation commission* is used in state statutes, will not create a legal disconnect. Staff responded that no legal review has been

requested, but specifically calling out conservation commission in the purpose statement should be sufficient.

The committee agreed to make all committee descriptions list "duties" and delete "responsibilities" as duplicative.

The committee discussed the public comment received regarding the name and duties of the Recycling Committee. Councilor Lennon offered, as Town Council Liaison to the Recycling Committee, to ask the Recycling Committee members if they want to change the name. Councilor Jordan suggested committee members be informed that they work on items beyond traditional recycling. Staff noted that a broader name may appear to overlap with the duties of other committees. The committee decided to keep the name Recycling Committee and rely on the new list of duties to capture the expanded range of activities.

The Riverside Cemetery Committee duties were changed to replace "administer" with "recommend." The committee added a note that Board of Zoning Appeals duties reference to Chapter 25 is an ordinance that is not yet adopted, but part of the Technical Amendments.

The committee reviewed the changes to the Conservation Ordinance and Shooting Range Ordinance and no changes were made to the draft.

Councilor Sullivan asked about any needed changes to the town charter. Staff summarized that the committee had agreed at the beginning of this process to write an ordinance that was consistent with the charter so that no charter amendments would be needed. That is why the Town Council will now be appointed as Trustees to the Library and the Riverside Cemetery. The current trustees will be transitioned into committees.

The committee reviewed the cover memorandum to the Town Council. Councilor Lennon questioned the need for Town Council liaisons and the committee agreed this would be taken up in a town council workshop. The committee added a fifth companion recommendation encouraging appointment of a senior citizen to the Community Services Committee.

Councilor Lennon made a motion, seconded by Councilor Sullivan to recommend the Board and Committee Ordinance, Conservation Ordinance Amendments and Shooting Range Ordinance Amendments to the Town Council. The motion passed 3-0.

Next Meeting

The committee scheduled its next meeting for Thursday, July 14, 2016, beginning at 1:30 to 3:15 p.m. On the agenda will be discussion of the Sign Ordinance, and the Technical Amendments if they are referred by the Town Council.

Public Comment

No members of the public were in attendance.

The meeting adjourned at 2:51 p.m.